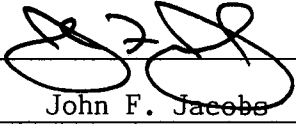
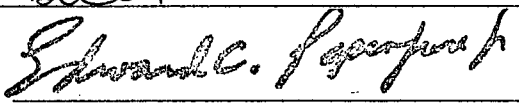


RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 3

Agency City of Salisbury		Division/Unit Public Works - Operations
ITEM NO.	DESCRIPTION	RETENTION
1.	Time sheets/Employees/Janitorial -Daily time sheets, work orders.	Retain 1 year, then destroy.
2.	Stock requisitions/Issue tickets -Purchase orders (copies), issue tickets, supplies/materials.	Retain 3 years, then destroy.
3.	Master/Subject Records. -Accident reports, budget, cable locations, correspondence, driving records, journal entries, handicap parking, employee addresses, general ledger, parking meters, policy & procedure, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
4.	Vendor Records. -Purchase orders, purchase requisitions, invoices, pending invoices, job invoices. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
5.	Equipment. -Auctioned, work orders, radios, vehicle repair order request, drivers vehicle condition report, stock requisition, equipment manual, etc.	Retain for life of vehicle plus 3 years, then destroy.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>01 AUG 06</u> SIGNATURE  TYPE NAME <u>John F. Jacobs</u> TITLE <u>Director</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11 Dec 06</u> SIGNATURE 

Agency		Division/Unit
City of Salisbury		Public Works - Operations
ITEM NO.	DESCRIPTION	RETENTION
6.	Special Events. —Banners, Salisbury Festival, e-mail, calendars, correspondence, handwritten notes, permit applications, special event applications, permit review, drawings/maps, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
7.	Department Records. —Disaster Relief Team, Police, Recreation & Parks, Solid Waste (Trash), employee forms, budget book, annual report, correspondence, purchase orders, budget change, request forms, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
8.	Bulk Pick-up. —Correspondence, statement of account, invoice, bulk pick-up schedule/price list.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
9.	Work Requests. —Handwritten notes, work requests.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
10.	Forms. —Alcohol & drug testing, applications, special reports, direct deposit, illness report, leave request, terminations checklist, etc.	Retain until superseded or updated, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 3 OF 3

Agency City of Salisbury		Division/Unit Public Works - Operations
ITEM NO.	DESCRIPTION	RETENTION
11.	Personnel Records. -Sick leave & vacation record, city property, termination checklist, application, personnel action/payroll form, performance appraisal, e-mail, correspondence, job description, health history. (Originals to Human Resources)	Retain 1 year, then destroy.
12.	Trash Containers (if applicable). -Containers in use summary report, location of containers, etc.	Retain 3 years, then destroy.
13.	Recycling. -Reports, schedules, work orders, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
14.	Trash Pick-Up. -Correspondence, trash pick-up schedules, statement of accounts, handwritten notes, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
15.	Recycling Task Force. -Meeting minutes transcribed and approved by the body.	Permanent. Transfer periodically to the Maryland State Archives.